BC OnLine

British Columbia Assessment System User's Guide

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If you have any questions, please contact:

BC OnLine Help Desk and Administration:

Toll-free: 1-800-663-6102
Fax: 250-952-6115

BC OnLine Mailing Address:

BC OnLine Partnership Office
E415, 4000 Seymour Place
PO Box 9412, Stn Prov Govt
Victoria, BC V8W 9V1

BC OnLine Physical Address:

BC OnLine Partnership Office
E415, 4000 Seymour Place
Victoria, BC V8X 4S8

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Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:
In the Transaction screen, move to the Search field.

Buttons and other "clickable" items appear in bold. For example:
Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:
Type: `BC OnLine`

Variable input (that you provide) appears in italic Courier font. For example:
Type your *`Password`*

System messages (and other screen output) appear in bold Courier font. For example:
`PASSWORD CHANGE COMPLETED`

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

Tip
A way to make your work easier.

Note
Further information about the current subject.

Important
An emphatic note about the current subject.

Caution
An important point that could prevent an inconvenience.

Warning
An important point that could prevent a financial loss, or loss of data.

Folio Tag

The Folio Tag is a 15-character field on each BC OnLine search screen. You can enter a name, number, or alphanumeric to "tag" each search you do. This tag will be printed on your BC OnLine statement. If you pass the cost of BC OnLine searches to your clients, or if your firm has multiple cost centres using the same BC OnLine account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don't use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field in the upper left-hand corner of the search screen, before you start a search. Type any combination of numbers or letters (up to 15).

When you do multiple transactions using the same folio tag, your statement will group these under each tag you used.

Note

The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client. The Folio field is always blank each time you sign on to BC OnLine.

If you don't need to use folio tags, just leave the Folio field blank.

BC Assessment System Overview

The British Columbia Assessment system contains records of non-confidential assessment information for all real property in the province. The information you find through BC OnLine is often more up-to-date than information you can find by contacting a municipality. These records combine the most current ownership information with the most recently published assessment information, including:

- roll number
- property address
- mailing address
- legal description
- PID (Parcel Identifier) number
- names and addresses of additional owners (if any)
- land and building values
- total and previous actual value
- land use
- ALR (Agricultural Land Reserve) status
- list of property sales (if any)
- number of bedrooms and bathrooms.

People search the BC Assessment system for various reasons. Some only wish to find a PID number to use in searching the Land Title System; others are interested in property ownership; others require detailed assessment information.

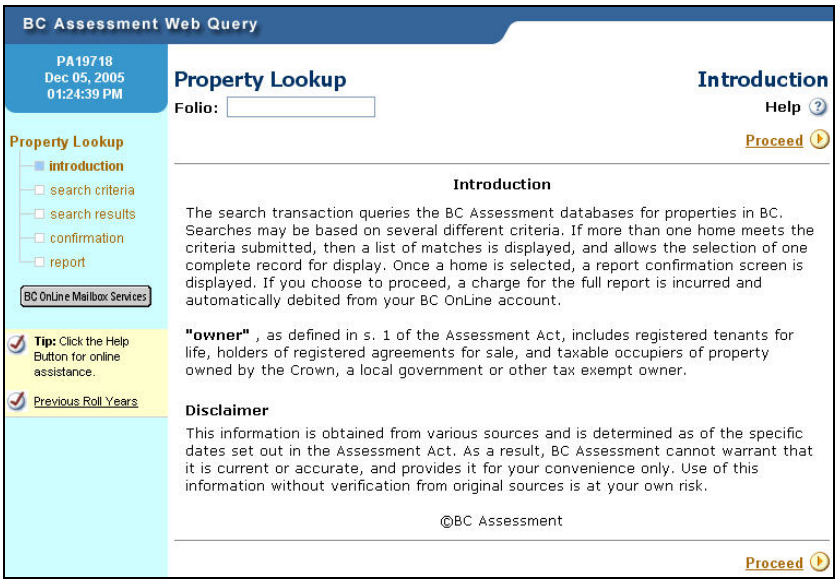
To address these different requirements, the system provides three different reports which you can request. Each report has a different level of detail and a different cost, ranging from the Owner Location Report, to the Assessment Roll Report, and the Assessment Inventory Report.

Tip

If you don't need to find out the assessed value, you can select the least expensive report, which is the Owner Location Report.

Introduction Screen

When you enter the BC Assessment system, you will see the Introduction screen, which briefly describes some of the system's features.


BC Assessment Web Query
PA19718
Dec 05, 2005
01:24:39 PM
Property Lookup
introduction
search criteria
search results
confirmation
report
BC OnLine Mailbox Services
Tip: Click the Help Button for online assistance.
Previous Roll Years
Property Lookup
Introduction
Folio:
Help
Proceed
Introduction
The search transaction queries the BC Assessment databases for properties in BC. Searches may be based on several different criteria. If more than one home meets the criteria submitted, then a list of matches is displayed, and allows the selection of one complete record for display. Once a home is selected, a report confirmation screen is displayed. If you choose to proceed, a charge for the full report is incurred and automatically debited from your BC OnLine account.
"owner" , as defined in s. 1 of the Assessment Act, includes registered tenants for life, holders of registered agreements for sale, and taxable occupiers of property owned by the Crown, a local government or other tax exempt owner.
Disclaimer
This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.
©BC Assessment
Proceed

The blue sidebar at the left of the screen shows you a map of your progress through the property lookup, along with useful tips and links. The BC OnLine Mailbox Services button takes you to your BC OnLine mailbox.

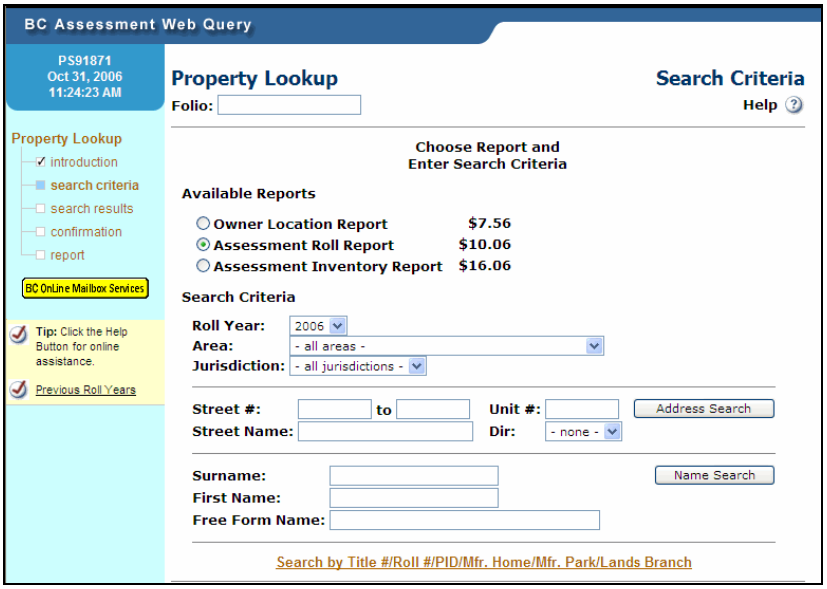
Click **Proceed** to continue to the Search Criteria screen.

Search for Properties

On the Search Criteria screen, select the type of report you want. Optionally, you can change the roll year and narrow your search by selecting an area and jurisdiction. You then complete one of the searches, and press the appropriate search button.

Note

Deleted folios are not available on the BC Assessment system. If you require information on a deleted folio, please contact your local BC Assesesment area office.



In the *Available Reports* section of the screen, you can select one of three report types.

Which report you choose determines the cost of the search and the level of detail in the resulting report. The default is "Assessment Roll Report" but you can change this by selecting one of the other reports. For details on the contents of each report, refer to:

- Owner Location Report (see page 23)
- Assessment Roll Report (see page 24)
- Assessment Inventory Report (see page 25).

Note

The report type is reset to the default "Assessment Roll Report" after every search.

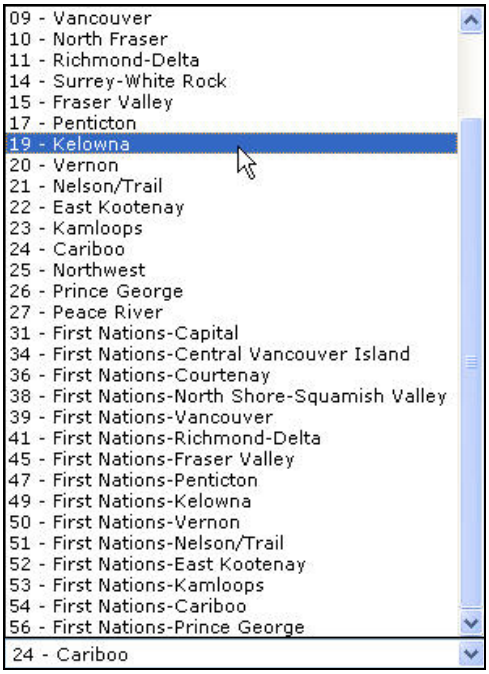
In the *Search Criteria* section of the screen, you can fill in details about your search. The Roll Year, Area and Jurisdiction fields always appear. The default search screen lets you search by address or owner name. A secondary search screen lets you search by PID, roll number, or other less frequently used search methods.

Roll Year

The Roll Year field lets you search assessment information from the current or previous roll year. To view information from the current roll year, just leave the Roll Year field set to the default value. To view information from a previous roll year, select it from the list.

Area

Use the Area and Jurisdiction lookup lists to fill in a specific area and jurisdiction for your search. If you select **all areas** your search will cover all areas in the province. If you want to restrict your search to a specific area, select it from the lookup list. Each Area has a two-digit area code and a name.



Jurisdiction

If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. Each Jurisdiction has a three-digit jurisdiction code and a name. If you select **all jurisdictions** your search will cover all jurisdictions in the specified area.

The most common searches are Address Search and Name Search. These are the default searches that appear when you first enter the Search Criteria screen. The link at the bottom of the screen acts as a toggle between default and secondary search fields.

Click Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch for other (secondary) searches (see page 13).

Click Search by Address or Name again to return to the default searches from the secondary searches (see page 7).

You can click **Return** if you want to return to the previous screen.

Search by Address or Name

The most common searches are Address Search and Name Search. These are the default searches that appear when you first enter the Search Criteria screen. The following topics give detailed instructions on these searches.

- Search by Street Address (see page 8)
- Search by Owner Name (see page 10)

The Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch link acts as a toggle between the default and secondary search screens (see page 13).

Search by Street Address

You might perform this search if you know a property's civic address (e.g., 1537 Hillside Avenue, Victoria) and you want to find the property's PID number or legal description.

On the Search Criteria screen, under Available Reports, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

Roll Year
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

Area (optional)
If you want to restrict your search to a specific area, select it from the lookup list. If you select **all areas** your search will cover all areas in the province.

Jurisdiction (optional)
If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **all jurisdictions** your search will cover all jurisdictions in the specified area.

The Address Search section contains five fields:

Street #
Type the property's first (or only) *street number* (up to six digits). If you are unsure of a street number, or if you have trouble locating a property, you can widen the search using an asterisk * as a wild card to signify "anything." For example, if you type `153*` the system will list all properties with addresses that begin with 153.

> **Tip**
> Use a wild card in the Street # field only if you have trouble finding a property.

To
If the property comprises several addresses, type the exact *street number* at the other end of the property's range (up to six digits). For example, if the property you seek comprises several street numbers, from 1537 Hillside to 1539 Hillside, you could enter `1537` in the Street Number field and `1539` in the To field. Use the To field only if you know the exact address.

Unit #
If applicable, type the property's *unit number* (up to six digits).

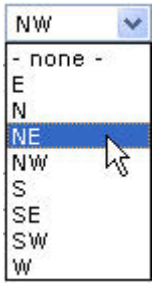
Street Name
Type as much of the property's *street name* as you feel is appropriate (up to 18 characters), always followed by an asterisk.

Tip

If the address was entered into the system as “Hillside Avenue” and you specify “Hillside Ave” as the street name search criteria, the system will not find the property. To solve this problem, you should *always* use an asterisk character * as a wild card to signify “anything.” For example, you could type `HILLSIDE*` (or even `HILL*`).

`Dir`

Lets you add a direction to a street name, if necessary.



For example, to specify West Broadway, you would select `W` from the Direction lookup list.

Click **Address Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Search by Owner Name

Important
If you are searching for an individual, use the Surname and First Name fields. If you are searching for a company, use the Free Form Name field.

On the Search Criteria screen, under Available Reports, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

`Roll Year`
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

`Area` (optional)
If you want to restrict your search to a specific area, select it from the lookup list. If you select **`all areas`** your search will cover all areas in the province.

`Jurisdiction` (optional)
If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **`all jurisdictions`** your search will cover all jurisdictions in the specified area.

To perform this search, type in the property owner's full or partial surname and first name, each followed by an asterisk. The area code and jurisdiction are both optional.

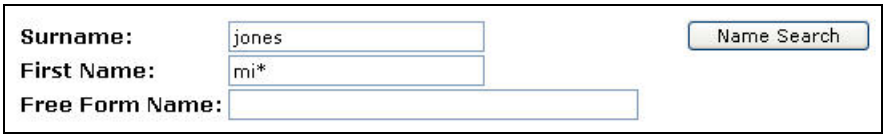
Tip
To search the entire province, leave both the Area and the Jurisdiction set to the default **`all`**. Note that, with very common owner names, this search might find too many properties, and you will have to specify more of the owner's name (e.g., type `SMITH, JONATHAN D*` rather than `SMITH, J*`).

The way you fill in the Name Search fields depends on whether the owner is an individual or an organization:

- If the Owner is an Individual (see page 11)
- If the Owner is an Organization (see page 12)

If the Owner is an Individual

If the owner is an individual, fill in the Surname and First Name fields and leave the Free Form Name field blank.



`Surname`
The owner's full or partial *`surname`* followed by an asterisk if necessary.

> **Tip**
> If the owner's surname was entered into the system as “LANGE” and you specify “LANG” as the surname search criteria, the system will not find the property. If you are unsure of a surname's spelling, or if you have trouble locating a property, try widening the search by using the asterisk character * as a wild card to signify “anything.” For example, you could type `LANG*` and the system would list all properties containing surnames that begin with LANG. Use a wild card in the Surname field only if you have trouble finding a property.

`First Name`
The owner's full or partial *`first name`* (up to 14 characters), always followed by an asterisk.

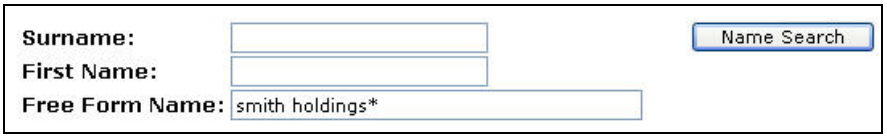
> **Tip**
> If the owner's first name was entered into the system as “Mike” and you specify “Michael” as name search criteria, the system might not find the property. To solve this problem, always end the first name with an asterisk character * as a wild card to signify “anything.” For example, you could type `MI*`.

Click **Name Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

If the Owner is an Organization

If the owner is an organization, fill in the Free Form Name field and leave the Surname and First Name fields blank.



`Free Form`

If the property is not owned by an individual, type the *`partial name`* (up to 34 characters) of the business or institution that owns the property, always followed by an asterisk.

> **Tip**
> If the organization's name was entered into the system as “Smith Holdings” and you specify “Smith Holdings Ltd” as name search criteria, the system might not find the property. To solve this problem, always end the organization name with an asterisk character * as a wild card to signify “anything.” For example, you could type `Smith Holdings*`.

Click **Name Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch

The two most common searches are Address and Name Search on the default Search Criteria screen. To search by one of the secondary search methods, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link at the bottom of the default Search Criteria screen.

Each of the following topics gives detailed instructions on searching for BC Assessment records using one of the secondary search methods:

- Search by Land Title PID (see page 14)
- Search by Title Number (see page 15)
- Search by Roll Number (see page 16)
- Search by Manufactured Home Registry Number (see page 17)
- Search by Manufactured Home Park Name (see page 18)
- Search by Lands Branch File Number (see page 19)

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

Search by Land Title PID

In the bottom of the default search screen, click the **Search by Land Title/Roll Number/Manufactured Home** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

`Roll Year`
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

`Area` (optional)
If you want to restrict your search to a specific area, select it from the lookup list. If you select **`all areas`** your search will cover all areas in the province. Because PIDs are unique, the Area setting shouldn't matter.

`Jurisdiction` (optional)
If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **`all jurisdictions`** your search will cover all jurisdictions in the specified area. Because PIDs are unique, the Jurisdiction setting shouldn't matter.

> **Note**
> The “wild card” feature does not apply here. You must type the complete PID exactly as it is stored in the BC Assessment database, or the system will not find the property. Enter the PID as a 9 digit number, with or without dashes. For example, you could enter 123456789 or 123-456-789.

`Land Title PID Number`
Type the *`PID (Parcel Identifier) number`*. This number is available in the Land Title System.

Click **PID Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

Search by Title Number

In the bottom of the default search screen, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

`Roll Year`
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

`Area` (optional)
If you want to restrict your search to a specific area, select it from the lookup list. If you select **`all areas`** your search will cover all areas in the province.

`Jurisdiction` (optional)
If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list. If you select **`all jurisdictions`** your search will cover all jurisdictions in the specified area.

`Title #`
Type the *`Title number`*. This is the property's title number from the Land Title System.

Click**Title # Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

Search by Roll Number

In the bottom of the default search screen, click the **Search by Land Title/Roll Number/Manufactured Home** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

Roll Year
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

Area (required)
Select an area from the lookup list.

Jurisdiction (required)
Select a jurisdiction from the lookup list.

Roll Number
Type the *BC Assessment Roll number* (up to 20 alphanumeric characters).

Click **Roll # Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

Search by Manufactured Home Registry Number

In the bottom of the default search screen, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

`Roll Year`
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

`Area` (required)
Select an area from the lookup list.

`Jurisdiction` (required)
Select a jurisdiction from the lookup list.

`Manufactured Home Registry #`
Type the *`Manufactured Home Registration number`* (up to eight alphanumeric characters). This number is available from the Manufactured Home Registry.

Click **Mfr. Home Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

Search by Manufactured Home Park Name

In the bottom of the default search screen, click the **Search by Land Title/Roll Number/Manufactured Home** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

Roll Year
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

Area (required)
Leave this set to **all areas** and enter the area number in the Manufactured Home Park Name below.

Jurisdiction (required)
Leave this set to **all areas** and enter the jurisdiction number in the Manufactured Home Park Name below.

Manufactured Home Park Name
Type the *Area Number* and *Jurisdiction Number* followed by a space, then type the *Manufactured Home Park name*. For example, if you were searching for the Shady Grove Manufactured Home Park in Area 01, Jurisdiction 308, you would enter `01308 Shady Grove Manufactured Home Park`.

> **Tip**
> If the manufactured home park name was entered into the system as Shady Grove Manufactured Home Park Ltd, and you enter `Shady Grove Manufactured Home Park`, the system will not find the property. To solve this problem, always end the name with an asterisk character * as a wild card. For example, type `Shady Grove*` (fewer characters are better).

Click **Park Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

> **Caution**
> The Manufactured Home Park search finds the Manufactured Home Park's assessment record, but it does not list the Manufactured Homes in the park.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

Search by Lands Branch File Number

In the bottom of the default search screen, click the **Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch** link. This will take you to the secondary search screen.

In the *Available Reports* section, choose one of the three report types (based on the level of detail you require). See Report Types on page 22.

Roll Year
Leave at default value, or select the previous roll year from the lookup list. For historical information refer to Previous Roll Years (see page 26).

Area (optional)
If you want to restrict your search to a specific area, select it from the lookup list.

Jurisdiction (optional)
If you want to further restrict your search to a specific jurisdiction within an area, select it from the lookup list.

Lands Branch File Number
Type the *Lands Branch File number* (up to 10 alphanumeric characters).

Click **Lands Branch Search** to start your search. If any properties match your search criteria, you will go to the Confirmation screen. Click Confirm to complete your search and receive the Report Screen.

You can click **Return** if you want to return to the previous screen without searching.

Click Search by Address or Name to return to the default searches from the secondary searches (see page 7).

Select a Property from the Search Results

If one or more properties match your search criteria, the system will list the candidates in the Search Results screen, so you can choose the one you want.

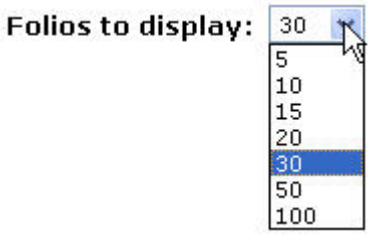
Tip

If no properties match your search criteria, the system will display a message: **`No results for this search.`**

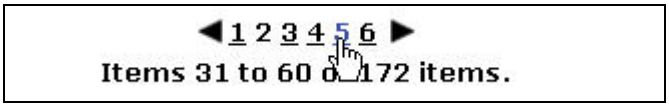
To choose a property, click on the Street Address link and continue to the Confirmation Screen. See Confirm the Report Billing Transaction on page 21.

For large search results, the system generates pages of 30 properties each (by default).

Use the **`Folios to display`** selection list to change the default number of properties generated on each page.



Use the selector at the bottom of the screen to choose a page that you want to view.



Click the arrows to move forward or backward one page, or click a number to view a particular page.

Confirm the Report Billing Transaction

The Confirmation Screen displays the date and time the report was generated, and the name of the BC OnLine account which will be debited. It also displays the roll year, jurisdiction, owner name and street.

If this is the report you wanted, click **Confirm**. Your BC OnLine account will be debited and the report will display. For details on the contents of each report see Report Types on page 22.

If this is not the report you wanted, you can click **Return** to return to the previous screen and select a different property. Your BC OnLine account will not be debited.

Click **Cancel** if you want to cancel the search and return to the Search Criteria screen. Your BC OnLine account will not be debited.

Report Types

The topics below explain what is included in each type of report.

- Owner Location Report (see page 23)
- Assessment Roll Report (see page 24)
- Assessment Inventory Report (see page 25).

Owner Location Report

The Owner Location Report is the simplest of the three available reports. You might use this transaction to find a PID number from a civic address, so you can search for a property in the Land Title System. This report contains:

- PID (Parcel Identifier) Number
- Document number
- Lands Branch File number (if it exists)
- legal description
- names and addresses of additional owners (if any).

Click **Print** to print the report.

Important

Make sure to use the **Print** button on the Report screen (do not use your browser's print button).

When you click **Print**, the report will go straight to your printer. You may also retrieve your search result from the BC OnLine Mailbox Services button on the left side of the screen. From here you can also email the search result.

After printing, you can click **New Search** to return to the Search Criteria screen where you can Search for Properties (see page 5), or you can click the green **Active Session** tab in the BC OnLine banner to return to the BC OnLine main menu.

Assessment Roll Report

The Assessment Roll Report is more detailed than the Owner Location Report, but not as detailed as the Assessment Inventory Report. You might use this transaction if complete assessment information is important to you. This report contains all the information that is contained in the Owner Location Report, and also includes:

- property class
- value of the land
- value of the improvements
- total actual value
- previous actual value
- manual class
- actual use
- land use
- tenure
- ALR (Agricultural Land Reserve) code
- dimensions (imperial or metric)
- a list of up to three previous sales.

Note

Some older sales, generally prior to the formation of BC Assessment in 1974, may show a default sale date of **`11 Nov 11`**. This default date can indicate that sales data collected from the respective taxing jurisdiction might not be accurate or complete. We recommend that in such cases, you check the Land Titles system to confirm the sales details.

Click **Print** to print the report.

Important

Make sure to use the **Print** button on the Report screen (do not use your browser's print button).

When you click **Print**, the report will go straight to your printer. You may also retrieve your search result from the BC OnLine Mailbox Services button on the left side of the screen. From here you can also email the search result.

After printing, you can click **New Search** to return to the Search Criteria screen where you can Search for Properties (see page 5), or you can click the green **Active Session** tab in the BC OnLine banner to return to the BC OnLine main menu.

Assessment Inventory Report

The Assessment Inventory Report produces the most detailed of the three reports. You might use this transaction if a physical description of a residential property is important to you.

Note

This report is for residential properties only. It does not apply to commercial properties.

The Assessment Inventory Report contains all the information that is contained in the Owner Location Report and the Assessment Roll Report, and also includes:

- description of property
- year built
- effective year
- total finished area
- number of stories
- number of bathrooms
- number of bedrooms
- whether there is a pool
- type of foundation
- capacity of garage or carport
- whether there are additional buildings.

When you choose this report, you will see the Limitations of Use Agreement screen. This screen asks you to agree to certain conditions before the system will display or print the information. If you do not agree to the conditions shown on the screen, click **Cancel** to back out of the transaction. If you agree to the conditions, click **Confirm** to continue.

Click **Print** to print the report.

Important

Make sure to use the **Print** button on the Report screen (do not use your browser's print button).

When you click **Print**, the report will go straight to your printer. You may also retrieve your search result from the BC OnLine Mailbox Services button on the left side of the screen. From here you can also email the search result.

After printing, you can click **New Search** to return to the Search Criteria screen where you can Search for Properties (see page 5), or you can click the green **Active Session** tab in the BC OnLine banner to return to the BC OnLine main menu.

Previous Roll Years

The BC Assessment database contains current data, with actual values going back to 2003.

You can select data from the current or previous roll year by selecting from the Roll Year lookup list on the Search Criteria screen. See Search for Properties on page 5.

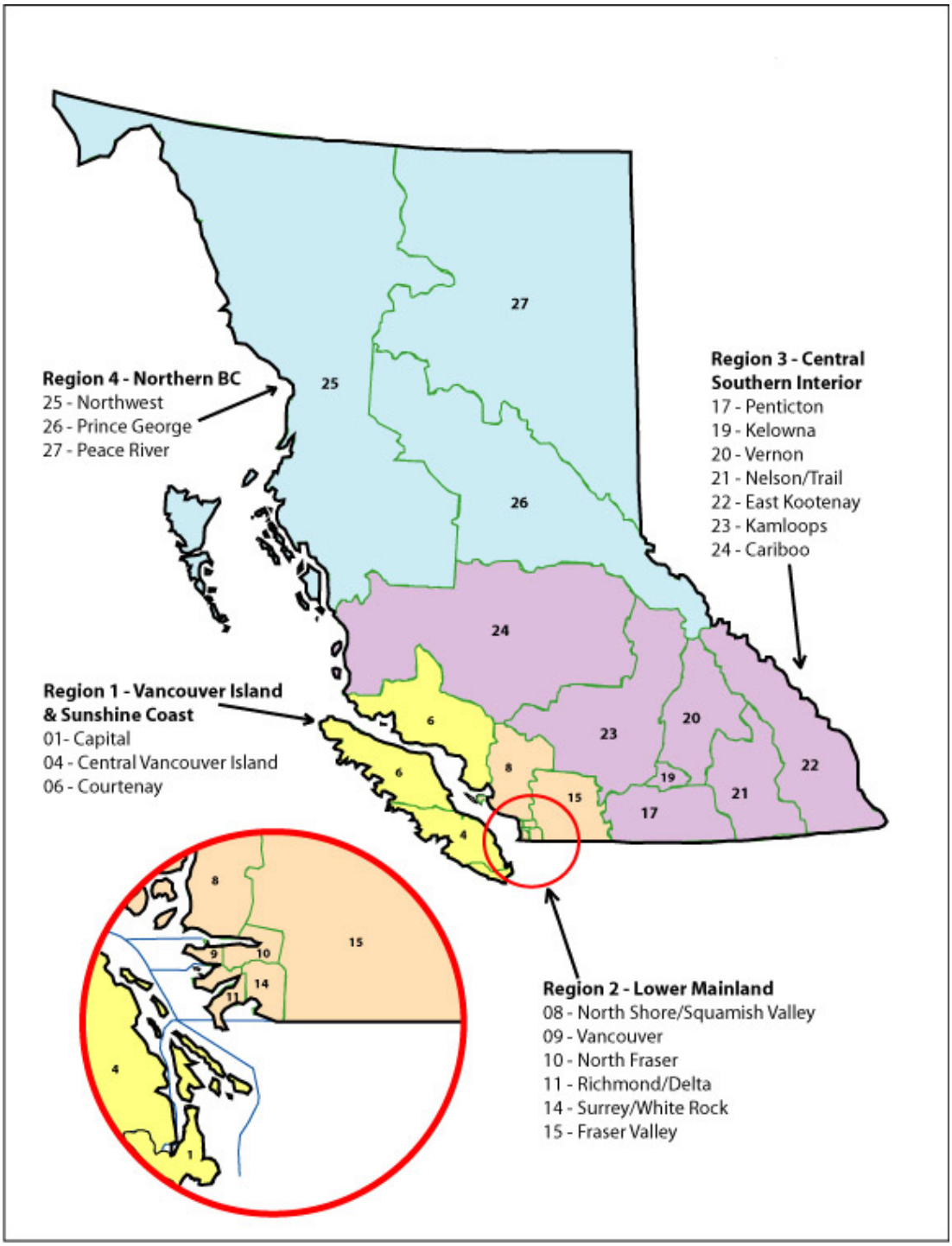
Historic assessment information is available on microfiche at your local BC Assessment Office. For historical research, you may also contact a search agent.

Tip

BC Assessment office locations can be found via the BC Online banner at the top of the screen. Click **Links** to see a list of BC Online Partners and Associates. Click the link to BC Assessment and then click Area Offices on the BC Assessment web page.

Map of Assessment Areas

The following map shows area codes for all assessment areas in British Columbia. These codes are subject to change.



Assessment Areas

The following table shows area codes for all assessment areas in British Columbia. These codes are subject to change.

Area	Place Name
01	Capital Assessment Area
04	Nanaimo/Cowichan/Port Alberni
06	Courtenay
08	North Shore/Squamish Valley
09	Vancouver
10	North Fraser
11	Richmond/Delta
14	Surrey/White Rock
15	Abbotsford/Chilliwack/Langley/Matsqui
17	Penticton
19	Kelowna
20	Vernon
21	Nelson
22	East Kootenay
23	Kamloops
24	Cariboo
25	Northwest Assessment Area
26	Prince George
27	Peace River

Jurisdiction Codes

The following table shows jurisdiction codes, jurisdiction names, and school district codes for all assessment areas in British Columbia. These codes, names, and school districts are subject to change.

Area 01
Capital Assessment Area

Jur Code	Jurisdiction Name	School District
213	City of Colwood	62
234	City of Victoria	61
302	District of Central Saanich	63
307	Township of Esquimalt	61
308	District of Saanich	61
309	District of Saanich	63
317	District of Oak Bay	61
327	District of Langford	62
332	District of North Saanich	63
344	District of Metchosin	62
361	District of Highlands	61
362	District of Highlands	62
363	District of Highlands	63
401	Town of View Royal	61
476	Town of Sidney	63
761	Victoria Rural	61
762	Victoria Rural	62
763	Gulf Islands Rural	63
764	Gulf Islands Rural	64

Area 04
Nanaimo/Cowichan/Port Alberni

Jur Code	Jurisdiction Name	School District
207	City of Duncan	65
218	City of Nanaimo (Old)	68
223	City of Port Alberni	70
250	City of Nanaimo (Extended)	68
315	District of North Cowichan	65
445	Town of Ladysmith	68
539	Village of Lake Cowichan	66
559	City of Parksville	69
565	Town of Qualicum Beach	69
580	District of Tofino	70
583	Village of Ucluelet	70
765	Duncan Rural	65
766	Duncan Rural	66
768	Nanaimo Rural	68
769	Alberni Rural	69
770	Alberni Rural	70

Area 06
Courtenay

Jur Code	Jurisdiction Name	School District
204	City of Courtenay	71
330	District of Powell River	47
334	District of Port Hardy	85
336	District of Campbell River	72
347	District of Sechelt Indian Gov't	47
412	Town of Comox	71
502	Village of Alert Bay	85
516	Village of Cumberland	71
526	Village of Gold River	84
558	Village of Port Alice	85
563	Town of Port McNeill	85
571	Village of Sayward	72
575	Village of Tahsis	84
592	Village of Zeballos	84
747	Powell River Rural	47
771	Comox-North Rural	71
772	Campbell River Rural	72
784	Comox North Rural	84
785	Port Hardy Rural	85

Area 08
North Shore/Squamish Valley

Jur Code	Jurisdiction Name	School District
221	City of North Vancouver	44
316	District of North Vancouver	44
328	District of West Vancouver	45
338	District of Squamish	48
346	District of Sechelt Indian Gov't	46
390	Resort Municipality of Whistler	48
524	Town of Gibsons	46
537	Village of Lions Bay	45
560	Village of Pemberton	48
570	District of Sechelt	46
744	New Westminster Rural	44
745	New Westminster Rural	45
746	Sechelt Rural	46
748	Squamish Rural	48

Area 09
Vancouver

Jur Code	Jurisdiction Name	School District
200	City of Vancouver	39
631	University Endowment Lands	39
739	New Westminster Rural	39

Area 10
North Fraser

Jur Code	Jurisdiction Name	School District
220	City of New Westminster	40
224	City of Port Coquitlam	43
225	City of Port Moody	43
301	City of Burnaby	41
305	District of Coquitlam	43
501	Village of Anmore	43
504	Village of Belcarra	43
743	Lower Mainland Rural	43

Area 11
Richmond/Delta

Jur Code	Jurisdiction Name	School District
306	Corporation of Delta	37
320	City of Richmond	38

Area 14
Surrey/White Rock

Jur Code	Jurisdiction Name	School District
236	City of White Rock	36
326	City of Surrey	36
736	New Westminster Rural	36

Area 15
Abbotsford/Chilliwack/Langley/Matsqui

Jur Code	Jurisdiction Name	School District
216	City of Langley	35
303	District of Chilliwack	33
310	District of Kent	76
311	Township of Langley	35
312	District of Maple Ridge	42
313	City of Abbotsford	34
314	District of Mission	75
319	District of Pitt Meadows	42
324	City of Abbotsford	34
432	District of Hope	32
527	Village of Harrison Hot Springs	76
732	Chilliwack Rural	32
733	Chilliwack Rural	33
734	New Westminster Rural	34
742	Maple Ridge Rural	42
775	Maple Ridge Rural	75
776	Chilliwack Rural	76

Area 17
Penticton

Jur Code	Jurisdiction Name	School District
210	City of Grand Forks	12
211	City of Greenwood	13
222	City of Penticton	15
325	District of Summerland	77
535	Village of Keremeos	16
547	Village of Midway	13
555	Town of Oliver	14
556	Town of Osoyoos	14
562	Town of Princeton	17
712	Grand Forks Rural	12
713	Grand Forks Rural	13
714	Oliver Rural	14
715	Penticton Rural	15
716	Penticton Rural	16
717	Princeton Rural	17
777	Penticton Rural	77

Area 19
Kelowna

Jur Code	Jurisdiction Name	School District
214	City of Kelowna	23
217	City of Kelowna	23
318	District of Peachland	23
331	District of Lake Country	23
723	Kelowna Rural	23

Area 20
Vernon

Jur Code	Jurisdiction Name	School District
202	City of Armstrong	21
208	City of Enderby	89
228	City of Revelstoke	19
233	City of Vernon	22
304	District of Coldstream	22
322	District of Salmon Arm	89
323	Township of Spallumcheen	21
348	District of Sicamous	89
541	Village of Lumby	22
719	Revelstoke Rural	19
722	Vernon Rural	22
789	Salmon Arm Rural	89

Area 21
Nelson

Jur Code	Jurisdiction Name	School District
201	City of Castlegar	09
219	City of Nelson	07
229	City of Rossland	11
232	City of Trail	11
413	Town of Creston	86
521	Village of Fruitvale	11
533	Village of Kaslo	86
548	Village of Montrose	11
551	Village of New Denver	10
553	Village of Nakusp	10
569	Village of Salmo	07
572	Village of Silverton	10
573	Village of Slocan	07
588	Village of Warfield	11
707	Nelson Rural	07
709	Rossland Rural	09
710	Nakusp Rural	10
711	Rossland Rural	11
786	Creston Rural	86

Area 22
East Kootenay

Jur Code	Jurisdiction Name	School District
205	City of Cranbrook	02
209	City of Fernie	01
215	City of Kimberley	03
337	District of Sparwood	01
426	Town of Golden	18
517	District of Elkford	01
532	District of Invermere	04
567	Village of Radium Hot Springs	04
568	Village of Canal Flats	06
701	Fernie Rural	01
702	Cranbrook Rural	02
703	Cranbrook Rural	03
704	Invermere Rural	04
718	Golden Rural	18

Area 23
Kamloops

Jur Code	Jurisdiction Name	School District
212	City of Kamloops	24
451	City of Merritt	31
503	Village of Ashcroft	30
508	Village of Cache Creek	30
512	Village of Chase	24
515	Village of Clinton	30
536	District of Logan Lake	24
538	District of Logan Lake	24
540	Village of Lillooet	29
542	Village of Lytton	30
724	Kamloops Rural	24
726	Kamloops Rural	26
729	Lillooet Rural	29
730	Ashcroft Rural	30
731	Merritt Rural	31

Area 24
Cariboo

Jur Code	Jurisdiction Name	School District
470	City of Quesnel	28
492	City of Williams Lake	27
557	Village of 100 Mile House	27
727	Williams Lake Rural	27
728	Quesnel Rural	28
749	Bella Coola Rural	49

Area 25
Northwest Assessment Area

Jur Code	Jurisdiction Name	School District
227	City of Prince Rupert	52
329	District of Kitimat	80
339	City of Terrace	88
340	District of Stewart	88
341	District of Houston	54
342	District of New Hazelton	88
478	Town of Smithers	54
528	Village of Hazelton	88
549	Village of Massett	50
564	District of Port Edward	52
566	Village of Port Clements	50
578	Village of Telkwa	54
750	Queen Charlotte City Rural	50
752	Prince Rupert Rural	52
754	Smithers Rural	54
780	Terrace Rural	80
787	Dawson Creek Rural	87
788	Terrace Rural	88
792	Terrace Rural	92

Area 26
Prince George

Jur Code	Jurisdiction Name	School District
226	City of Prince George	57
335	District of Mackenzie	57
519	District of Fort St. James	56
520	Village of Fraser Lake	56
506	Village of Burns Lake	55
525	Village of Granisle	55
545	Village of McBride	57
584	Village of Valemount	57
585	District of Vanderhoof	56
755	Smithers Rural	55
756	Vanderhoof Rural	56
757	Prince George Rural	57

Area 27
Peace River

Jur Code	Jurisdiction Name	School District
206	City of Dawson Creek	59
333	District of Hudsons Hope	60
343	District of Tumbler Ridge	59
420	City of Fort St. John	60
514	District of Chetwynd	59
518	Town of Fort Nelson	81
561	Village of Pouce Coupe	59
577	District of Taylor	60
759	Dawson Creek Rural	59
760	Fort St. John Rural	60
781	Fort Nelson Rural	81

First Nations Area and Jurisdiction Codes

The following table shows jurisdiction codes, jurisdiction names, and school district codes for First Nations in British Columbia. These codes, names, and school districts are subject to change.

Area 31

Jur Code	Jurisdiction Name	School District
159	Songhees	61
183	Tsawout	63

Area 34

Jur Code	Jurisdiction Name	School District
039	Cowichan	65
108	Nanaimo	68

Area 38

Jur Code	Jurisdiction Name	School District
164	Squamish	45

Area 39

Jur Code	Jurisdiction Name	School District
107	Musqueam	39

Area 41

Jur Code	Jurisdiction Name	School District
184	Tsawwassen First Nation	37

Area 45

Jur Code	Jurisdiction Name	School District
016	Boothroyd	30
029	Cheam	33
079	Kwaw Kwaw Apilt	33
100	Matsqui	34/35/75
141	Seabird Island	76
163	Spuzzum	32
186	Tzeachten	33

Area 49

Jur Code	Jurisdiction Name	School District
194	Westbank	23

Area 50

Jur Code	Jurisdiction Name	School District
001	Adams Lake	89
091	Little Shuswap	89
114	Neskonlith	89

Area 53

Jur Code	Jurisdiction Name	School District
009	Ashcroft	30
015	Bonaparte	30
037	Cook's Ferry	30
066	Kamloops	24
090	Lillooet	29
093	Lower Nicola	31
115	Nicomen	30
129	Pavillion	29
148	Siska	30
150	Skeetchest'n	24
154	Skuppah	30

Area 55

Jur Code	Jurisdiction Name	School District
020	Burns Lake	55
087	Lake Babine	55

Area 56

Jur Code	Jurisdiction Name	School District
046	Lheit-Lit'en Nation	57

Area 57

Jur Code	Jurisdiction Name	School District
047	Fort Nelson	81

BC Assessment Mailing Address

British Columbia Assessment
102-3350 Douglas Street
Victoria, B.C. V8Z 7X9

Glossary of Terms

Some of the special terms used in the BC Assessment system are defined here:

Actual Value

For the majority of properties on the assessment roll, actual value is simply market value as of a specific date. Market value is the price the property might reasonably be expected to realize when sold by a willing vendor to a willing purchaser after adequate time and exposure on the market. The valuation date for assessment purposes is July 1 of the year preceding the publication of the roll. For example, the valuation date for the 2006 assessment roll is July 1, 2005.

Area

The province is divided into 19 provincial assessment areas and a number of First Nations assessment areas. For example, Greater Victoria is Area 01, and First Nations Kelowna is Area 49.

Block

Survey of crown land where a portion of a district lot has been assigned under the Land Act to an individual.

District Lot

Usually used where odd pockets of land were developed, or where land was developed one part at a time (piecemeal basis) such as mountain valleys and the Alaska highway. The size of the area covered by district lots varies substantially (e.g., in the Kootenays, they cover vast areas of land).

Folio

A collection of data, identified by a roll number, that consists of ownership, value identification, and other information required for assessment purposes. The data in a folio usually describes one parcel and any improvements on that parcel. Do not confuse with Folio Tag (see page 2).

Jurisdiction

Areas are divided into jurisdictions. Typically, a jurisdiction is a municipality or a rural district. For example, the city of Victoria is Area 01, Jurisdiction 234.

Lot

Part of the Fixed Legal Description. Defined on a subdivision plan and forming the initial part of the legal description (e.g., LOT 1/PLAN 1234/COWICHAN DISTRICT).

PID Number

The Parcel Identifier number is a unique number assigned to a property by the Land Title Office.

Parcel

A number used to identify any lot, block, or other area in which land is held, or into which land is subdivided (see *Land Titles Act*).

Plan

A survey diagram showing the delineation of property into smaller parcels or consolidation from smaller parcels into one property. Plans are registered in one of the seven Land Title Offices in the province, where the Land Title Registry assigns each plan a separate number to distinguish it from other plans. Plan numbers can be numeric or a combination of numeric and alpha characters.

Roll Number

The Roll Number is a unique number which is assigned to each property by BC Assessment.

Roll Year

The year that appears in the Roll Year field is the “current” roll year. You can select the previous year from the lookup list.

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